

U.S. Department of Transportation
Report to the White House Council on Women and Girls

Agency Overview

A. Executive Summary:

At the U.S. Department of Transportation (DOT), programs that benefit women and girls fall into two broad categories:

- Employment and Advancement, both within DOT and as recipients of DOT financial awards, and
- Work/Life Balance and Wellness

In recent years, DOT has strengthened management accountability, outreach efforts and internal programs for women, due largely to the development of a model assessment tool, which tracks progress in equal employment opportunity (EEO) and civil rights compliance, and measures improvements in twelve areas deemed critical to achieving and maintaining status as a model employer. As a result, DOT has realized some small increases in representation of Asian, Hispanic and white women, all groups with historically low participation rates in the DOT workforce, over the past 4 years.

Recognizing the link between employee morale and work/life issues, the U.S. Department of Transportation has incorporated into its strategic plan Human Capital goals to improve and provide employees avenues to better manage their work/life balance. The Department has established a number of programs to deliver on this goal. Additionally, DOT has established seminars, workshops and partnerships to promote women's and girls issues and to ensure progress toward advancement in the workplace and in their personal lives. The Department has made significant strides in improving work/life balance over the last several years, and is committed to continuing and/or expanding successful work/life solutions for employees.

DOT also has demonstrated its commitment to women-owned companies through the awarding of over 500 contracts totaling almost \$98 million so far this fiscal year. One of the reasons the Department has been successful in this area is the fact that the DOT five-year strategic plan includes a goal to increase direct contract awards to small, disadvantaged and women-owned businesses. DOT works with approximately 27,463 disadvantaged business enterprises, and estimates that approximately 40% of those are owned by women.

B. Programs Which Improve the Lives of the Federal Workforce:

1. DOT Employee Assistance Program: The Employee Assistance Program is a no-cost counseling service available for managers, employees and family members, 24 hours a day, seven days a week. The counselors are licensed professionals who provide confidential short-term counseling, information, support groups, management consultations and referrals for ongoing care. Services provided include, but are not limited to, emotional health, disabilities, alcoholism and substance abuse, stress management, conflicts in the workplace, career counseling, performance or conduct issues with a troubled employee, domestic abuse, elderly care and related services, long term/chronic illness, traumatic experiences, grief and loss, parenting issues, debt management, and family, couple or marriage issues, and on-line access to health and wellness information.

a) Relevant Statistics: From October 2008 through March 2009, there were 87 assessment requests, which is 37 percent of assessments requested for FY 2008; 20 requests for legal services which is 57 percent of the requests received in FY2008; 2 requests for financial counseling, which is 13 percent of the requests received in FY 2008; 31 requests for in-person counseling, which is 39 percent of the requests received in FY2008 and 494 training participants, which is 55 percent of the training participants in FY2008.

b) Evaluation/Feedback Mechanism:

1. The success of the program is tracked through direct feedback. The FY 2008 Federal Human Capital Survey (FHCS) results (which include EAP, health and wellness, eldercare and support groups) indicated that out of 6,352 employees who responded over 360 were very satisfied, 1,406 were satisfied and 1,488 were neither satisfied nor dissatisfied.
2. Leadership Levels: Program Assistant (GS-13); Manager, Substance Abuse Awareness and Testing Office (GS-14); Associate Director, Workforce Quality Division (GS-15); Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management, and Assistant Secretary for Administration (SES).

2. DOT Health Care Services: The Department currently provides flu immunizations, monthly blood pressure screenings and quarterly health related seminars and events, but has no on-site health clinic.

a) Relevant Statistics: This fiscal year, 1,058 employees have participated in the health seminars and events, which is a 47 percent increase over FY2008; and 259 have participated in the monthly blood pressure screening program which is a 43 percent increase over FY2008. During FY 2009, there were 1160 employees who requested flu shots, which is an increase of 29 immunizations over FY 2008.

b) Evaluation/Feedback Mechanism:

1. The success of the program is tracked through direct feedback. Feedback is also received from employees at Town Hall meetings held by the Secretary of Transportation, who have requested the Department consider the possibility of establishing a health clinic.
2. Leadership Levels: Program Assistant (GS-13); Manager, Substance Abuse Awareness and Testing Office (GS-14); Associate Director, Workforce Quality Division (GS-15); Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management, and Assistant Secretary for Administration (SES).

c) Future Efforts: The Department is currently exploring options with the Federal Occupational Health Service for establishing a fully operational health clinic at the DOT Headquarters in Washington, D.C. DOT is one of only a handful of federal agencies that does not currently have a clinic situated on-site. As an interim step, the Department has advertised for a full-time nurse who can provide basic health services for employees.

3. Flexible Work Schedules: The Department implemented flexible work schedules in February 1994. This program allows employees to coordinate family issues around work which reduces stress levels and increases morale, while continuing to achieve the Department's mission.

a) Relevant Statistics: 49,975 employees from all DOT Operating Administrations¹ participate in this program. This is an increase of 1,271 participating employees from FY 2008.

¹ The DOT Operating Administrations are Federal Aviation Administration, Federal Highway Administration, Federal Transit Administration, Federal Motor Carrier Safety Administration, Federal Railroad Association, National Highway Transportation Safety Administration, Maritime Administration, Pipelines and Hazardous Materials Safety Administration, Research Innovation and Technology Administration, and the St. Lawrence Seaway Development Corporation.

b) Evaluation/Feedback Mechanism:

1. The success of the program is tracked through the Federal Human Capital Survey (FHCS). Results from the FY 2008 Survey indicate that 66 percent of DOT employees are very satisfied with flexible work schedules.
2. Leadership Levels: Human Resource Specialist, Associate Director, Human Resource Policy and Oversight (GS-15), Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management, and Assistant Secretary for Administration (SES).

4. Telework Program: The Department has a very progressive telecommuting policy, which allows eligible employees to work from home one day every week and creates the opportunity for a healthier work-family balance. The DOT Telework Program:

- Allows employees to telework to the maximum extent possible without diminishing their performance or the performance of DOT as a whole;
- Creates the most optimal balance between employees' work/life needs and management's priorities to achieve strategic goals and objectives;
- Allows managers the flexibility and creativity to use telework in a manner that is in the best interest of their respective organizations given an ever-changing workplace environment;
- Makes certain that telework is used as a management tool to achieve positive work outcomes rather than an impediment; and
 - Addresses issues of data security and potential vulnerabilities (i.e., handling of Sensitive Personally Identifiable Information and classified information).

a) Relevant Statistics: Currently, 70 percent of DOT employees have approved telework agreements and are eligible to telework. It should be noted, however, that some mission-critical occupations which require physical on-site presence, such as air traffic controllers, are not eligible to participate in this program. Managers and supervisors have been trained on the Department's telework program for implementation within their organizations. As a recruitment tool, telework eligible positions are identified in vacancy announcements.

b) Evaluation/Feedback Mechanism:

1. The success of the program is tracked through the time and attendance tracking system and the Federal Human Capital Survey. Results from the FY 2008 Survey indicate 1,022 employees were very satisfied, 1,576 were satisfied and 992 were neither satisfied nor dissatisfied.
2. Leadership Levels: Human Resource Specialist, Associate Director (GS-15), Human Resource Policy and Oversight Division, Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management, and the Assistant Secretary for Administration (SES).

5. Administrative Professional Certification Program: The Administrative Professional Certification Program (APCP) is designed to develop basic competencies; oral and written communication, interpersonal skills, decisiveness, problem solving, self-direction, technical credibility and customer service. All requirements must be completed in one year with graduation commencing usually in the spring. This DOT-wide program is open to all employees. Although no employees are denied an opportunity to participate, the program is targeted for the administrative staff, secretaries and program and staff assistants in the grades of GS 1 through GS 9. All participants must be approved by the immediate supervisor and on-line courses may be completed in the work place or at home. Participants also are presented with an opportunity to network and build rapport with colleagues by attending two mandatory classroom courses at DOT headquarters. A number of the Operating Administrations also have similar employee development programs.

a) Relevant Statistics: The initial pilot consisted of 16 employees, with 11 employees successfully graduating in May 2009. The Class of 2010 consists of 8 new participants and 5 holdovers from the pilot group.

b) Evaluation/Feedback Mechanism:

1. Feedback from participants.
2. Leadership Levels: Manager, Worklife Program (GS-14); Associate Director, Workforce Quality (GS-15); Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management and the Assistant Secretary for Administration (SES).

6. DOT's Disability Resource Center: The Department of Transportation's Disability Resource Center (DRC) provides job accommodations

and related services to DOT employees and job applicants for all DOT Operating Administrations nationwide. The DOT Office of Human Resource Management operates the DRC in partnership with the Departmental Office of Civil Rights. Also under the auspices of this office is the Departmental Selective Placement Coordinator, who conducts outreach services to assist with the hiring, retention and advancement of people with disabilities.

a) Relevant Statistics: From October 1, 2008 through March 2009, the DRC received 41 new cases, which by comparison represents 45 percent of all cases received in FY 2008; fulfilled 18 cases, which includes carryover from the previous fiscal year; resolved 104 Section 508 requests which by comparison is 51 percent of all requests received during FY 2008; and provided almost 2,000 hours of personal assistance services to persons with disabilities, which is 36 percent of all hours of assistance provided in FY 2008.

b) Evaluation/Feedback Mechanism:

1. The success of the program is tracked through an email survey completed by employees if they choose. Feedback is also obtained from disability organizations in DOT (Disability Advisory Council, DEAF DOT and DOT ADA) through regularly scheduled monthly and quarterly meetings.
2. Leadership Levels: DRC Manager (GS-14), Associate Director Workforce Quality (GS-15), Director, Departmental Office of Civil Rights, Deputy Director, Departmental Office of Human Resource Management (SES), Director, Departmental Office of Human Resource Management (SES), and Assistant Secretary for Administration (SES).

7. DOT Fitness Center: The fitness center provides a variety of exercise programs to employees including step classes, exercise classes, yoga training, working with weights, stationary bicycling, personalized fitness programs and fitness seminars. The Fitness Center is available to employees and contractors at a minimal cost.

a) Relevant Statistics: There are currently 1,322 members of the DOT Fitness Center, which is a decrease of 18 employees since September 2008. The decrease is a result of FAA employees no longer using the facility in the new DOT Headquarters location.

b) Evaluation/Feedback Mechanism:

1. The Fitness Center receives direct feedback from its members

via an e-mailbox.

2. Leadership Levels: Administrative Fitness Specialist (GS-09); Manager, Fitness Center (GS-12); Support Services Supervisor (GS-13) Principal Deputy Director (GS-15), Facilities and Building Management (GS-15); Director, Building, Facilities, Space and Building Management (SES), and Assistant Secretary for Administration (SES).

8. **Child Care:** The Department's Child Care Program includes the child care centers of the Federal Aviation Administration (FAA) and the Research and Innovative Technology Administration's (RITA) VOLPE Center. The Department also provides childcare advisory services to the U.S. Coast Guard (USCG) through a centralized worklife/childcare contract in a reimbursable agreement with DOT.

There are 20 DOT childcare centers and 9 Coast Guard childcare centers throughout the country. The FAA childcare centers are located at or near FAA regional offices across the U.S. and at headquarters in Washington, DC. Oversight responsibility rests with the FAA National Child Development Program Manager located in Washington, DC. The FAA locations are either vendor- (16) or parent board (4) operated. The RITA childcare center is located onsite at the VOLPE center complex in Massachusetts and is board-operated. Oversight is provided by VOLPE. At the Coast Guard, the Dependant Care Manager provides oversight to the centers which are operated either by Federal employees or vendors. The Worklife contract childcare advisor provides technical assistance, support and advice to DOT's child care programs through conference calls, teleconferences, workshops and on-site visits. Technical assistance and resources are focused on preparing child development centers for reaching and maintaining the National Association for the Education of Young Children accreditation.

Employees who are unable to use the childcare centers due to location, inconvenience or center capacity are assisted with locating licensed child care that meets their particular needs and preferences. The working parent may also receive assistance with short-term solutions for care, such as summer camp options when children are out of school. Consultation throughout the process, referrals of qualified candidates that meet requirements and helpful tip sheets are provided for parents. This program serves as a tremendous help in guiding DOT employee parents to make the most suitable, high quality childcare decisions for their children.

a) Relevant Statistics: There are 20 DOT childcare centers and 9 Coast Guard centers with over 2,200 participants in DOT's nationwide childcare program. The number of child care centers and participants has not changed since FY2004 (earliest available data).

b) Evaluation/Feedback Mechanism:

1. Each center is managed independently. Parents' feedback evaluations are typically directed to center management. The Departmental Office of Human Resource Management provides oversight and policy direction.
2. Leadership Levels: Manager, Worklife Program (GS-14); Associate Director, Workforce Quality (GS-15); Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management, and the Assistant Secretary for Administration (SES).

9. Elder Care: Employees are offered consultations regarding their care giving needs and given resources and referrals on the types of services and programs available for older loved ones to live with the highest quality of life. Information and guidance also are provided about strategies and community services for the employee who is a family caregiver. This is a very popular program due to the number of employees who now are faced with supporting elderly parents while continuing to balance their work and family lives.

a) Relevant Statistics: The Department currently has 36 participants in the Elder Care program and a pending number of new requests for elder care for employees. Due to DOT's aging workforce and the potential need for these services, the Elder Care program numbers are expected to increase.

b) Evaluation/Feedback Mechanism:

1. Direct feedback from participants.
2. Leadership Levels: Manager, Worklife Program (GS-14); Associate Director, Workforce Quality (GS-15); Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management and the Assistant Secretary for Administration (SES).

10. Work/Life Workshops and Seminars: The Department offers regular workshops and seminars on a variety of worklife topics. A sampling of those conducted includes Parenting and Child Care, Stress Management, Time

Management, Financial Management, The Wellness and Nutrition Series, Elder Care topics, Women and Heart Attacks, Adoption and Foster Care, Business Etiquette: Enhance Your Professionalism, Getting Your Message Across Assertively, Connecting with your Teenager, Silencing the Inner Critic: Building Self-Esteem, Infant CPR Certification, Child CPR Certification, Adult CPR/AED Certification, Pet CPR, First Aid and an Investment in Excellence Seminar. The Administrative Professional Certification program focuses on career advancement and the majority of participants are women.

a) Relevant Statistics: An average of four programs is offered each month. As of June 2009, a total of 36 programs have been offered with over 600 participants.

b) Evaluation/Feedback Mechanism:

1. Direct feedback is received from program participants. One employee stated that their entire approach to life has changed since they started to regularly participate in the meditation sessions. Seventy percent of participants also have indicated through evaluation surveys that they strongly agree with the statement that “worklife services are very valuable in helping me balance the demands of my work and personal life.” Another 30 percent said they agree. Participants also have consistently given high marks in agreement with the statement, “having the appropriate worklife services available to me will help me be more effective at work” and that they “feel more satisfied with my job knowing that these worklife services are available to me.” Thirty-one consultations have taken place from October 1, 2008 through March 2009, 49 percent of the consultations that occurred for all of FY 2008.
2. Leadership Levels: Manager, Worklife Program (GS-14); Associate Director, Workforce Quality (GS-15); Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management and the Assistant Secretary for Administration (SES).

c) Future Efforts: Through technology, DOT is exploring ways to enhance its worklife program to reach the many employees situated in our field offices outside Washington, D.C. Currently, services are provided through phone consultation, e mail, and fax. IT enhancements may include web casting of seminars and video

teleconferencing to conduct face-to-face worklife coaching sessions, employee assistance guidance, and other related worklife services.

Additional Worklife Program Services offered by DOT's Federal Aviation Administration (FAA): In addition to the DOT-wide worklife programs described above, FAA offers the following services:

Human Resources Concierge Services Assistance with everyday issues that require attention and can detract from workplace productivity. Sample services include locating contractors, relocation, emergency repairs, and education.

Geriatric Care Management In-home assessment to ensure all biopsychosocial needs are met for aging loved ones. Employees receive a comprehensive report with detailed recommendations and assistance in the implementation.

Child Care Subsidy Program Subsidized child care is available for employees with a total family income of less than \$72,000. The subsidy ranges from 30% - 70% of the monthly child care costs.

a) Relevant Statistics: Over 8,000 employees participate in these programs. More than 50 percent of those participants reported they would have missed work without the services, and 15 percent reported that missed time would have exceeded 10 work days.

b) Evaluation/Feedback Mechanism:

1. Utilization is tracked quarterly. Overall, since 2006, the FAA has had an increase in participation of over 200% in their Worklife Program.
2. Leadership Levels: WorkLife Specialist (H band), WorkLife Program Manager (J band), Manager, Employee Relations, Benefits & WorkLife Division (K band), Executive Director, Office of Employee and Labor Management Relations (Band 2); Assistant Administrator for Human Resource Management (Band 1), and the Assistant Secretary for Administration (SES).

11. Systematic Training for Effective Parenting (STEP). Employees in this parenting support group participate in a seven-week STEP training program and group discussions. The program is tiered for parents of young children,

parents of school age children and parents of teens. Many of the participants have continued the supportive relationships formed through the program and participate in joint activities with their children outside of work.

a) Relevant Statistics: The Department currently has 48 participants in the STEP program. This is a new program that began in September 2008 with 30 participants. Since that time, 18 employees have joined the program.

b) Evaluation/Feedback Mechanism:

1. Direct feedback from participants.
2. Leadership Levels: Manager, Worklife Program (GS-14); Associate Director, Workforce Quality (GS-15); Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management and the Assistant Secretary for Administration (SES).

12. Cancer Support Group. This support group began in June 2009. The purpose of the group is to empower and connect employees who have or have had cancer. By developing supportive relationships and sharing strategies, information and resources while coping with cancer, participants will build strength and courage.

a) Relevant Statistics: There were 20 attendees at the first meeting of this newly established support group.

b) Evaluation/Feedback Mechanism:

1. The first meeting was held in June 2009, and positive feedback was received regarding the value of establishing a network and the connection to others facing cancer.
2. Leadership Levels: Worklife Counselor (Contractor); Manager, Worklife Program (GS-14); Associate Director, Workforce Quality (GS-15); Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management

13. DOT's Annual "Take Our Daughters and Sons" to Work Day: This national public education program encourages girls and boys across the country to dream without gender limitations and to think imaginatively about their family, work and community lives by connecting what children learn at school with the actual working world. Children learn that a family-friendly

work environment is an employer and family partnership, and not just a woman's issue. Each of DOT's Operating Administrations participates by displaying examples of the work performed by their mothers and fathers, conducting demonstrations and hosting workshops to discuss DOT's mission of providing safety to the traveling public. The Secretary of Transportation personally participated in the recent "Take Our Daughters and Sons to Work Day."

a) Relevant Statistics: Over 350 children of DOT employees participated in FY 2009 and over 250 children participated in FY 2008.

b) Evaluation/Feedback Mechanism:

1. Direct feedback is solicited from Operating Administrations on how to enhance future programs.
2. Leadership Levels: Operating Administrations, Specialist, Manager, Departmental Special Programs (GS-13), Associate Director, Workforce Quality (GS-15), Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management; and Assistant Secretary for Administration, Secretary of Transportation (SES).

b) Future Efforts: In April 2010, the Department will broaden its program to include a Transportation Career Day for young girls focusing on occupations not normally held by women.

C. Programs Which Improve the Lives of America's Women and Girls:

1. Office of Civil Rights Leadership Accountability Self-Assessment

Program: DOT has strengthened management accountability, outreach efforts and internal programs for women, primarily through the development of a model assessment tool, called the Self-Assessment Scorecard. This tool tracks progress in equal employment opportunity (EEO) and civil rights compliance, and measures improvements in twelve areas deemed critical to achieving and maintaining status as a model employer. The Office of Civil Rights analyzes data and works with administrators and other key stakeholders to identify and eliminate barriers to equal opportunity for current employees, applicants for employment, and the beneficiaries of our programs and services. The employment and civil rights compliance data is then reviewed with senior leadership on a trimester basis. This regular review of data and dialogue with agency leadership is a strategy used to achieve management accountability at the highest levels.

- a) **Leadership Levels:** A women's program manager, situated in The Office of Civil Rights, serves as the subject matter expert for the Department on issues related to the employment and advancement of women, and monitors and analyzes the Department's progress on the composition of the DOT workforce over time.

There is a women's program manager within each of the Operating Administrations. They are responsible for reviewing data on new hires, promotions, and separations of women to identify any barriers. If barriers are identified, the women's program managers work with Civil Rights and Human Resource officers to resolve the issues.

- b) **Actions Taken:** The Secretary met with the Office of Civil Rights after coming into the Department, and has indicated that recruitment and retention of minorities and persons with disabilities will be a priority. To highlight the importance of this issue, he has asked that a meeting with representatives from the Office of Civil Rights be part of the mandatory orientation for all Senate-confirmed appointees coming into leadership positions at DOT.

The Departmental Office of Human Resource Management has recently selected a new Corporate Recruiter who will lead DOT's recruitment efforts. One of her priorities will be to look at best practices for recruiting diverse applicants to DOT positions. And to address low participation rates by women in its workforce, FAA has stepped up its outreach efforts to women, resulting in a record number of female applicants for air traffic controller positions. The FAA Office of Civil Rights also currently is conducting an analysis of the different stages of the complex hiring process to identify any barriers. Other Operating Administrations, such as the Federal Transit Administration and the Federal Railroad Administration, have stepped up their recruitment efforts and seen results partnering with colleges and universities, professional forums and industry groups to connect with women and showcase DOT as an employer of choice.

The Department is pursuing various strategies to address employment and advancement for women. Among these are senior leadership development programs that target GS-15 and SES level managers, mentoring programs, conferences geared specifically for women and partnerships with women's councils.

- c) **Future Efforts:** In addition to efforts to market job vacancies to women's professional and veterans organizations, the Department will be working to engage young women further upstream, as they are

making the educational and career decisions that determine their future career path. As a first step, this summer one thrust of the Department's D.C. internship program has been to introduce young, high school age women to careers in transportation. The Department also will pursue creation of a Transportation Girl Scout badge, with activities surrounding transportation, and establishment of a partnership with Girl Scouts Troops to generate interest in the transportation industry.

To eliminate any improper barriers for women in grades GS-11 to GS-15, the Department will explore career development opportunities, formal and informal training options, and coaching, mentoring and shadowing relationships for this targeted workforce.

- 2. Office of Small and Disadvantaged Business Utilization:** The Department's Office of Small and Disadvantaged Business Utilization (OSDBU) conducts outreach to small and minority businesses. For grant funds in the Department's highway, transit and Department programs, the Disadvantaged Business Enterprise program seeks to ensure a level playing field in which firms owned and controlled by minorities and women can compete. This program has resulted in significant business opportunities for women-owned and minority-owned businesses over many years. As a large infusion of funds is made available to DOT recipients through the American Recovery and Reinvestment Act, opportunities for women-owned businesses to participate in contracts funded with federal assistance provided by DOT are expected to increase. The DBE program applies to ARRA funding contracts. DOT also offers technical and financial assistance and recommends to recipients that they unbundle contracts, making it easier for smaller firms to participate.

a) Relevant Statistics:

From October 1, 2008 through June 30, 2009, DOT has awarded 636 contracts to women-owned businesses for a total of \$113,693,964, including awards totaling \$6,408,328 as a result of the American Recovery and Reinvestment Act. The participation level of small and disadvantaged businesses, including women-owned businesses, is being tracked by the Federal Highway Administration, Federal Transit Administration, and Federal Aviation Administration. The data will be reported after the end of the fiscal year as part of the annual Disadvantaged Business Enterprise Program Reporting Requirements. DOT works with approximately 27,463 disadvantaged business enterprises, and estimates that approximately 40% of those are owned by women.

- b) Leadership Levels:** Manager of Financial Assistance, GS-15; ARRA Bonding Manager, Consultant; Senior Small Business Specialist and

- c) **Actions Taken:** The Secretary is publicly encouraging large contractors to reach out to the small business community and, wherever possible, to include them in contract opportunities. The Department sponsored a DOT Vendor Day for over 300 businesses to inform them of Transportation contracting and ARRA funding opportunities. OSDBU Technical Resource Centers provide ongoing training and information on ARRA funding opportunities for women-owned businesses around the country. Through its Financial Assistance Program, OSDBU also works with banks to increase their participation in the Short Term Lending Program, which can provide a revolving line of credit for transportation-related contracts awarded to women-owned businesses.
- d) **Future Efforts:** The Office of Small and Disadvantaged Business Utilization (OSDBU) has proposed an Entrepreneurial Training and Technical Assistance Women and Girls Program. This advocacy and outreach initiative with Minority Women Colleges and Universities (MWCUs) and Minority Institutions of Higher Education (MIHEs), to be conducted over a one-year period, would be designed to support the MWCUs and MIHEs in the development of a program that focuses on empowering women, girls, and women-owned businesses through mission-inspired research, training, outreach, and internships. In addition the program will focus on transportation careers in which women are significantly underrepresented. A Request for Application (RFA) would be the mechanism that OSDBU would use to conduct a nationwide competition to select the MWCU and MIHEs. The instrument to administer the program would be through a Cooperative Agreement between OSDBU and MWCUs/MIHE. The program would be rolled out December 31, 2009. OSDBU plans to select two Minority Women Colleges and Universities and two Minority Institutions of Higher Education.

In August 2009, the Department plans to launch the US DOT ARRA Bonding Program. Under this program, DOT will directly reimburse disadvantaged business enterprises, including women-owned businesses, the premiums paid to their surety company, saving them thousands of dollars. If the business obtains a bond guarantee from Small Business Administration's (SBA) Surety Bond Guarantee Program (SBGP), DOT will reimburse the business for the small business principal fee charged by SBA.

3. John A. Volpe Internship: Since 2000, the Volpe Center has sponsored a developmental internship program where the students work side by side with leaders and experts in the field of transportation on both technical and policy projects, and may receive up to \$10,000 in tuition assistance per year. The Volpe Center employs 43 undergraduate and graduate students in a variety of specialties: engineering, physical and environmental sciences, acquisition, information technology, transportation policy planning, operations research, economics and human resources.

- a) **Relevant Statistics:** Six of the nine recipients of the John A. Volpe Internship award have been women. Forty-four percent of Volpe student employees are women.

4. Women in Aviation Conference: The FAA participates in this annual conference to play a role in the industry's future growth and encourage women to consider aviation as a career and provide educational programming.

- a) **Relevant Statistics:** Between 100-150 FAA employees participate in the conference each year, for professional training and as keynote, plenary and education session speakers and recruiters. Since 2007, the FAA has conducted a workshop for approximately 100 aerospace educators, teaching them how to present science, technology, engineering and math using aviation as a platform.
- b) **Leadership Levels:** FAA Regional Administrator, New England Region

5. The Real World Design Challenge: The Real World Design Challenge is an annual high school competition run by a public-private partnership that consists of the Department of Transportation's Federal Aviation Administration, the Department of Energy, Parametric Technology Corporation, Hewlett-Packard Corporation, Business Education Partnerships Group and Flometrics, Inc. The partnership's goal is to increase the aerospace workforce, and is focused on working within the context of the American educational system to transform science, technology, engineering and math education in the United States by providing professional engineering and learning resources to students and teachers. The 2009 competition brought more than a quarter-billion dollars in resources to schools. The Challenge program focused on reaching out to groups traditionally underrepresented in the engineering workforce, the largest number of which is women.

The program is scalable, free and focused on using online resources that allow students to collaborate with mentors anywhere, thereby putting all students on even footing regardless of economic background or geographic location. Using

these resources, an all-female team from Hawaii won the 2009 Real World Design Challenge National Competition.

- b) **Relevant Statistics:** In its first year, 18% of the Challenge participants were female.
- c) **Future Efforts:** The partners intend to build on the current framework to increase participation of women and all underrepresented groups in the Challenge

6. Smart Skies Program: The Federal Aviation Administration and the National Air Traffic Controller Association are partners with the National Aeronautics Space Administration (NASA) to support this educational initiative. Smart Skies is a math program for grades 5 through 9 which features an interactive air traffic control simulator that enables students to apply proportional reasoning to make decisions and resolve conflicts in realistic air traffic control problems involving two or more planes. The challenge in each problem is to “line up” the planes safely, with proper spacing, on time, at a given intersection of jet routes.

- a) **Relevant Statistics:** From FY2005 through FY2008, the project conducted 59 professional development workshops, many at national education conferences. From October 2008 to date, there have been a total of six workshops conducted at the National Conference for Aviation and Space Education; the California Math Council, and the National Science Teachers Association, and K-12 Alliance. In addition, the NASA Aero Space Education Program staff and the NASA Distance Learning Program have conducted workshops across the nation.
- b) **Future Efforts:** There are 2 activities, both currently ongoing, that relate to enhancing and extending Smart Skies. The first activity, called “Math in PlaneView” is currently undergoing classroom assessment. “Math in Plane View” is an online linked visualization tool that offers multiple dynamic representations to help students understand distance-rate-time relationships in the real-world context of air traffic control. The side-by-side layout enables students to observe and manipulate three views: the planes on their routes, the corresponding distance vs. time graph, and the equation of each line on the graph. The linked visualization tool is supported by five print student worksheets. This activity is an adjunct to the existing Smart Skies activity called FlyBy Math. It uses modern technology to enable students to explore and understand distance-rate-time problems. The second activity, called Higher Education Activity for Airspace

Systems, is a new project that was initiated last year to extend education activities related to air traffic control from Grades 5-9 to the college level. It builds upon the air traffic control simulator in the LineUp With Math activity in Smart Skies. The objective is to interest undergraduate college students in NASA careers related to airspace systems, and to improve student understanding and ability in the key technical areas associated with air traffic control research and development. It is focused on computer science classrooms. Students will learn to design and develop computer code that will autonomously solve air traffic control problems on the Smart Skies air traffic control simulator.

7. On-the-Job-Training/Supportive Services Program: This discretionary grant program is designed to assist State Departments of Transportation in conducting project apprenticeship and training programs targeted to move women, minorities, and disadvantage individuals into journey-level positions in skilled and semi-skilled crafts to address the historic under-representation of these groups in highway construction. A vast majority of the projects funded have targeted women as well as many minority populations. Upon graduation from the program, women have been able to enter careers generally dominated by men, as truck drivers, flaggers, carpenters, heavy equipment operators, cement masons, electricians, pipe fitters, painters, and mechanics.

a) Relevant Statistics: This program was authorized in 1998 by the Transportation Equity Act for the 21st Century (TEA-21) and then reauthorized in under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005. The regulation does not require State DOTs to formally collect data on the number of women and minorities completing the training, but DOT's Federal Highway Administration (FHWA) will be requesting this information on an annual basis beginning in FY2010. FHWA has required participating states to supply accomplishment reports which are reviewed on an individual basis when states apply for additional funding or new funding. Based on these reports, it is estimated that approximately 40,000 individuals have completed the program for the six year period between FY2003-2009.

As a result of an increase in funding provided by the American Recovery and Reinvestment Act, there has been a four-fold increase in available funding for this program. In FY2009, FHWA recommended \$25.5 million in funding for projects in 35 states.

8 National Summer Transportation Institute: This Federal Highway Administration program is an educational initiative designed to prepare

students, particularly minorities and women, to become an important part of the transportation workforce of the 21st century by focusing on science, technology, engineering, and mathematics through curriculum development and other enrichment activities. The FHWA collaborates with its division offices, the State transportation offices and other external organizations, such as the National Construction Career Day Center, to promote the creation of partnerships and ensure the program meets its goals and objectives. Institute participants are encouraged to apply engineering principles to construction projects and to strengthen interdisciplinary core competencies in science, math, language arts, reading and leadership development to enable them to pursue careers in the transportation industry. The students are introduced to all modes of transportation and transportation professionals share invaluable information with the participants. Activities can include computer technology sessions, trips to various transportation sites, career seminars facilitated by engineers, construction personnel, and other transportation professionals.

- a) **Relevant Statistics:** Initially when the program began in 1998, the enrollment consisted of 20 ninth and tenth grade students. To date, the program has expanded from one university to more than 50 colleges and universities, with more than 8,000 individuals participating in NTSI programs.

9. Federally Employed Women (FEW): The DOT FEW chapter, “Women on the Move” is part of the National FEW program and was chartered in October 2008. By participating in FEW’s programs, members gain experience that translates into skills and abilities.

- a) **Relevant Statistics:** The DOT chapter has 62 members. The chapter has hosted several seminars and seven Brown Bag Luncheon Speaker Series events, featuring DOT’s own management executives who spoke on leadership and professional development, between October 2008 and April 2009.
- b) **Evaluation/Feedback Mechanism:** Direct feedback from program attendees.
- c) **Future Efforts:** The Department’s Office of Human Resource Management is partnering with the DOT chapter of Federally Employed Women (FEW) organization to enhance the lives of women and girls. Future initiatives include:
 - DOT Women/Girls Mentors Program – Planning meeting held July 7, 2009; 9th grade girls scheduled to visit FAA Command Center in March 2010

- Conducting a DOT Success Strategies Series – First of the series to take place August 5, 2009.
- Girls Camp at DOT – to be developed Fall 2009. This will be a day at DOT to introduce girls in the 7th and 8th grades to careers in transportation.
- Partnership with FAA Technical Women's Organization to introduce the organization to DOT employees, focusing on women, and to provide resources for women to enhance their careers in the technical fields.
- Partnership with FAA Professional Women Controllers (PWC) will introduce the organization to DOT employees, focusing on women, and to provide resources for women to enhance their careers in the field of air traffic control.
- Partnership with external women's organizations such as the Women's Transportation Seminar (WTS). Discussions are on- going between WTS and FEW regarding a brown bag session at DOT to provide information about WTS to DOT employees.

10. Lactation Room: The lactation room is used by working mothers who are on site, as well as by other working mothers who are visiting the building for meetings. The room is in a quiet, comfortable location, removed from other offices for the sake of privacy. The room is secured by a combination lock and mothers are given the combination when they register for the room. The room comfortably accommodates up to 4 mothers using the room at a time. The availability of this room allows women to return to work sooner than they might have otherwise.

a) Relevant Statistics: From October 2008 through June 2009, there has been an average of 26 mothers per month utilizing the lactation room. During FY 2007 and FY2008, while in the NASSIF building where DOT was formerly situated, utilization of the lactation room was 9 mothers each fiscal year.

b) Evaluation/Feedback Mechanism:

1. Direct feedback from the mothers who have used the room.
2. Leadership Levels: Manager, Worklife Program (GS-14); Associate Director, Workforce Quality (GS-15); Director (SES) and Deputy Director (SES), Departmental Office of Human Resource Management, and the Assistant Secretary for Administration (SES).

D. Goals and Objectives

The Department is beginning to see results through its management accountability program and increased external outreach efforts to women and women's organizations. But considerable challenges remain to recruit more women in mission-critical occupations, and to develop women throughout the Department at the executive level. DOT must keep a keen focus on outreach and recruitment, continuous learning and development, coaching at all levels, enhanced support to employees balancing family and career challenges, and health services and fitness programs. In an effort to address these challenges, the Department has identified four broad goals, as outlined below.

1. Increasing women's participation and leadership in the DOT workforce.

Building on the work already underway in this area, the Department will continue with existing best practices, using the scorecard program and increased visibility among DOT leadership to encourage management and hiring officials to address employment and development disparities.

The establishment of partnerships with internal and external professional networks, and across the interagency, also will be key to achieving this goal. Thus, the Department will work more actively to market job vacancies through women's professional and veterans' organizations. Additionally, DOT will be working to engage young women further upstream, as they are making educational and career decisions, to encourage a future in the transportation workforce. Beginning next year, the Department will broaden its Take Our Daughters and Sons to Work Day to include a Transportation Career Day for young girls, focusing on occupations not normally held by women. The Department also will pursue creation of a Transportation Girl Scout badge, with activities surrounding transportation, and establishment of a partnership with Girl Scouts Troops to generate interest in the transportation industry.

In an effort to eliminate any artificial barriers for women in grades GS-11 through GS-15, the Department will explore more extensive career development opportunities, formal and informal training options, and coaching, mentoring and shadowing relationships. A number of programs and partnerships are planned beginning in the Fall 2009.

2. Establishing a health unit at the Department. The Department is currently working on options to provide health upgraded services to Headquarters DOT employees. Such a unit would compliment the existing fitness center and round out the health and wellness services available to women and all DOT employees. The options being reviewed involve an interagency agreement with Federal Occupational Health to provide the services, hiring a Nurse

Practitioner to provide basic care, and combining existing programs to establish a health unit potentially staffed by a medical doctor, a nurse and administrative assistant. Funding and space issues will need to be addressed in order to achieve this goal. In the near term, the Department is planning women's wellness and fitness workshops on topics such as breast cancer awareness and self-defense.

- 3. Expanding the reach of the Department's work/life and leadership development programs by making them more widely available to employees in the field.** This will enable women in DOT offices around the country to participate in career development and work/life programming more readily. The Department's Chief Information Office (CIO) will examine infrastructure and connectivity issues both at Headquarters and field offices that need to be addressed to allow video conferencing or webinars at all DOT locations. Funding, staffing and technological issues will need to be resolved in order to achieve this goal. As a first step, the Department is working on an internal website that will serve a resource for women employees about the career development, worklife, health and wellness programming available to them.
- 4. Building on existing outreach programs to increase financial opportunities for women-owned businesses and contractors.** The Department is providing ongoing training and information on future ARRA funding opportunities for women-owned businesses through Small Business Technical Resource Centers throughout the country. In August 2009, the Department also plans to launch the US DOT ARRA Bonding Program. Under this program, DOT will directly reimburse disadvantaged business enterprises, including women-owned businesses, the premiums paid to their surety company, saving them thousands of dollars. If the business obtains a bond guarantee from the Small Business Administration's (SBA) Surety Bond Guarantee Program (SBGP), DOT will reimburse the business for the small business principal fee charged by SBA. A DOT Small Business Specialist also will join the Small Business Administration's Women's Advocacy Group as well, to help address and advocate for issues and legislation addressing women-owned businesses.

In addition, the Department will pursue an Entrepreneurial Training and Technical Assistance Women and Girls Program. This advocacy and outreach initiative with Minority Women Colleges and Universities and Minority Institutions of Higher Education will focus on empowering women, girls, and women-owned businesses through mission-inspired research, training, outreach, and internships. In addition the program will focus on transportation careers in which women are significantly underrepresented.

As the Department of Transportation works toward these goals in the coming months, strong support from and engagement by the Administration will be needed to address these priorities.

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